

WORK INSTRUCTIONS MASSACHUSETTS COMPLIANCE

This document gives an outline of the processes to be used by the Product Testing Laboratory for the processing and testing of samples in compliance with Massachusetts regulations date August 19, 1997.

Receipt of Samples from Territory Sales Managers

1. Representative from PTL will personally obtain shipment at loading dock.
2. Mail person and PTL representative will both sign copy of shipping invoice.
3. Signed invoice will be retained by PTL.
4. PTL representative will escort samples to PTL Customer Relations.

PTL Sample Receiving

1. All packages are opened, brands are sorted, and brands are placed in white cartons.
2. Samples are received in groups of four (4) brands.
3. The request numbers are MASSXX-Y, where XX =year and Y equals the unique four brand group number. The first four brands of 1997 would have a request number of MASS97-1.
4. The tests, replicates, and number of cigarettes per replicate is listed below:

Test	Number of Repl. Per Test	Number of Cigarettes per Replicate
FTC-BUTT	20*	1
TIP-LENGTH	20*	1
MA-TPM	20	5
MA-PUFF	20	5
MA-NIC	20	5
MA-H2O	20	5
MA-TAR	20	5
MA-CO	20	5
EVENT	100	1
E-CTBWT	5	20
E-CWT	5	20
E-P+PWT	5	20
MA-PH	5	1
MA-NIC-FLR	3	150

* Manually documented.